

18 July 1967

MEMORANDUM FOR: Division and Staff Chiefs

SUBJECT: Secretarial Leaves

1. The Publications Division has been providing personnel as replacements for secretaries on leave. When several secretaries are on leave simultaneously and such replacements are requested, production begins to suffer.

2. It is requested that replacements for secretaries not be sought unless they are essential and requirements cannot be met by other arrangements such as sharing an adjacent office secretary, centralizing typing, using non-secretarial clerical personnel, etc.

3. When it is anticipated that a secretarial replacement will be required, secretarial leaves should be coordinated through the office of the Chief, Publications Division.

FOR THE ACTING DIRECTOR, FBIS


Acting Chief, Executive Staff
Foreign Broadcast Information Service

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